



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board
Workforce Readiness and Employment and Placement Committee
Thursday February 5, 2009 at 3:00 pm
1016 W. 6th Ave. Suite 304
Teleconference Number: 1-888-354-0094 Conference ID: 4461969
Minutes (Final)**

Roll Call:

Board Members: ***this meeting was chaired by Fred Villa**

☒ Doug Ward, Chair; ☐ Sharlene Berg; ☒ John Cannon; ☒ Kathy Craft; ☒ Tony Delia;
☒ Betty Jo Dibble; ☒ Jim Laiti; ☐ John MacKinnon; ☒ Dave Rees; ☐ Paulette Schuerch;
☒ Fred Villa; ☐ Jim Lynch;

Recurring Guests:

☒ Bob Cress, CEF Training Director; ☒ Eldon Davidson, SAVEC; ☒ James Harvey, Asst
Director Employment Security/DOLWD; ☐ Richard Carlson, Superintendent/ Klawock
School District; ☐ Russ Thorpe; ☒ Michelle Zenger, Member; ☒ Todd Bergman, APPIC;
☐ Rick Caulfield; ☐ Sandra Carrol-Cobb. UAA

Staff: Barbara Duval, Project Coordinator; Louise Dean, Project Coordinator

Approval of Agenda

MOTION to approve agenda by Tony Delia

Seconded by Dave Rees

Vote taken

MOTION passes

Approval of Minutes - December 4, 2008

MOTION to approve minutes by Dave Rees

Seconded by Kathy Craft

Vote taken

MOTION passes

Action Items

1. AWIB Training Plan Template

Fred Villa gave an overview of the Training Plan Template Task Force. The adhoc group was made up of Doug Ward, Fred Villa, Todd Bergman, Dave Rees and Kathy Craft. The result of the template is a three tiered approach. One approach is to use the template as a guide for the development of a training plan for an occupation. The group found there was confusion from individuals who attempted to use the template. Kudos to Kathy Craft for developing instructions/ guidelines for the template. Dave Rees indicated it also became obvious people weren't coming to AWIB with a request for a program. Kathy Craft put together the Training Grant Application Form (now renamed to Training Request Form) for that process. Dave



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indicated that based on some local tests the Anchorage Chamber performed they found they were not ready to go to the industry with a template but wanted to know more on how to develop their workforce. The process for the template is to forward it to the Exco for approval before presenting it at the AWIB Meeting February 24, 2009. It is still a work in progress. It will then be assigned to Policy Planning Assessment and Evaluation committee to iron out the details.

MOTION to present the training plan template to the Exco made by Betty Jo Dibble
Seconded by Tony Delia
Vote taken
MOTION passes

Discussion Items

1. Employability Skills Resolution Task Force update.
Dave Rees reported that essentially the charge was to develop a resolution to put employability skills into the education system. They have been working with stakeholder groups such as businesses and education groups to write letters of support. A question was asked 'What are the Employability Skills we are promoting? Is there a list?' It was determined there is no exact list. Jim Laiti suggested there should be a list with group assigned the oversight and to determine qualifications. Todd Bergman suggested this group be a collaboration of business, industry, and education (all sectors). An idea was to create a matrix from samples of Employability Skills already identified to come up with a useable list. Dave questioned who would be responsible for this, AWIB or DEED?
2. Programs of Excellence by Fred Villa.
Fred discussed the guidelines for establishing programs of excellence. So far the only feedback has been from the university. He would like the committee to review and provide feedback. It will be brought up at the WREP Committee meeting in Juneau on February 24th. If the committee endorses it they will forward it to the Exco to be added as an agenda item at the full board meeting in May. Fred will take handwritten or emailed comments.
3. Strategic Plan - Where are we?
The plan has not been updated since June 5th. Barb will send out to committee members for the next meeting. Dave suggested looking at the definition of the committees. Fred suggested looking at the plan and think about whom in the community can serve on a committee.

Other Items - Bob Cress is looking at trying to develop some regional training centers. Eldon Davidson indicated SAVEC will be offering a National Guard training program in June.



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Adjournment

MOTION to adjourn by Dave Rees at 4:00 p.m.

Seconded by Betty Jo Dibble

Vote taken

MOTION passes

Next Meeting: February 24, 2009 at 10:30am

ACTION TRACKER

WHO	WHAT	DUE BY	STATUS
Barb	Email Programs of Excellence document to members and guests for comments	2/6	Done
Barb	Email Strategic Plan with clarification of what each committee's duties are. 'Workforce Readiness' & 'Employment and Placement'.	2/9	Done